

COMMERCE SMALL PURCHASES SYSTEM (CSPS)  
PROCUREMENT DESK PROCEDURES

**9. View List of Requests for Quote**

- |            |                                   |  |
|------------|-----------------------------------|--|
| <b>9.1</b> | <b>Introduction</b>               | The “Request for Quotations” (PR606) screen provides the buyer with an abstract of all the RFQs that he/she has issued. The screen lists the RFQs chronologically in descending order based on the closing date and it displays each RFQ’s status. The PR606 screen also provides access to the vendor response screens (PR604 and PR612). |
| <b>9.2</b> | <b>Who Performs the Procedure</b> | Each buyer will be responsible for reviewing the status of his/her RFQs. Only the RFQs created by an individual buyer will appear on that buyer’s “PR606 - Request for Quotations” screen.   |
| <b>9.3</b> | <b>Initiating the Process</b>     | An RFQ appears on the PR606 as soon as it is issued, and it will remain on the screen indefinitely. When it first appears, the status field will be blank to indicate “no action taken”. As time passes and different transactions are recorded, the system will automatically update the status.  |
| <b>9.4</b> | <b>Accessing the System</b>       | From the Main Menu, select Transaction. From the Transaction menu, select Procurement. From the Procurement menu, select “PR606 - Request for Quotations”. Follow the steps below for PR606.   |

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- 9.5 Viewing an Issued RFQ** This procedure describes the steps necessary to view an issued RFQ from the “Request for Quotations” (PR606) screen.

## *PR-606 - Request For Quotations*

The screenshot shows a window titled "Request for Quotations [PR-606]". Inside, there is a table with the following columns: "Changed Requisition", "RFQ Number", "Issued By", "Date Issued", "Closing Date", and "Status \*". The first row is highlighted in blue. Below the table, there is a legend explaining the status codes: 'Y' for flagged for award, 'C' for cancelled, and 'U' for cancelled through the Change Order Process.

Changed Requisition	RFQ Number	Issued By	Date Issued	Closing Date	Status *
<input type="checkbox"/>	RFQSF14199900003981	MATHEW GROW	23-FEB-1999	23-FEB-1999	
<input type="checkbox"/>	RFQSF14199900003980	MATHEW GROW	10-FEB-1999	10-FEB-1999	Y
<input type="checkbox"/>	RFQSF14199900003870	MATHEW GROW	25-JAN-1999	09-FEB-1999	Y
<input type="checkbox"/>	RFQSF14199900003968	MATHEW GROW	08-FEB-1999	09-FEB-1999	Y
<input type="checkbox"/>	RFQSF14199900003969	MATHEW GROW	08-FEB-1999	09-FEB-1999	Y
<input type="checkbox"/>	RFQSF14199900003975	MATHEW GROW	08-FEB-1999	09-FEB-1999	C
<input type="checkbox"/>	RFQSF14199900003974	MATHEW GROW	08-FEB-1999	09-FEB-1999	C
<input type="checkbox"/>	RFQSF14199900003972	MATHEW GROW	08-FEB-1999	09-FEB-1999	Y
<input type="checkbox"/>	RFQSF14199900003976	MATHEW GROW	08-FEB-1999	09-FEB-1999	
<input type="checkbox"/>	RFQSF14199900003977	MATHEW GROW	08-FEB-1999	09-FEB-1999	

\* 'Y' indicates that the RFQ was flagged for award. 'C' indicates that the RFQ was cancelled.  
'U' indicates that the RFQ was cancelled through the Change Order Process.

STEP	ACTION
1.	On the PR606, click once on the RFQ number to be viewed. The entire line will turn blue.
2.	Click the “View an RFQ” button in toolbar (i.e., the “green magnifying glass”) to view the RFQ in read-only mode. The Request for Quote (PR605) screen will appear and all applicable data will be displayed.
3.	Click the “Exit” icon on the toolbar to return to the PR606 screen. Click ‘No’ if a message appears asking to save changes.

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- 9.6**      **Accessing the Quotation Management Screen (PR604)**      This procedure describes the steps necessary to access the “Quotation Management Screen” (PR604).

STEP	ACTION
1.	On the PR606, double click on an RFQ number to view/record vendor responses for that particular RFQ. The Quotation Management Screen (PR604) will appear and all applicable data will be displayed.